



# Rio Arriba County Detention Center

## (RACDC) POLICY 029: KEY CONTROL

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Detention Personnel shall be responsible for all keys checked out from the control officer. All facility keys shall remain at the facility at all times.

### Procedure:

1. Only authorized detention personnel shall be given the responsibility to handle facility keys.
2. No facility keys shall be left unattended at any time.
3. Exchange of keys from one staff member to another will be in a safe and professional manner.
4. Control center officer will be notified anytime keys are exchanged.
5. All keys will be counted and signed for before every shift change.
6. All facility keys shall remain at the facility at all times.
7. When a key is broken, documentation shall be submitted to administration.
8. When keys are missing or lost, no one shall be relieved until a thorough shakedown is completed and key is located.
9. Inmates shall never come in contact with any facility keys.
10. Keys shall be kept out of sight of inmates as much as possible.
11. Detention personnel shall not enter any riot or disturbance areas with facility keys.